

PUBLIC SAFETY BUILDING REVIEW COMMITTEE  
491 E. PIONEER AVENUE  
HOMER, ALASKA

OCTOBER 8, 2014  
WEDNESDAY, 5:30 P.M.  
CITY HALL COWLES COUNCIL CHAMBERS

**NOTICE OF MEETING  
REGULAR MEETING**

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. APPROVAL OF MINUTES**

A. Minutes of the September 24, 2014 Regular Meeting

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**4. PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA** *(3 minute time Limit – Only items on the agenda not for Public Hearing may be commented on)*

**5. VISITORS**

*(There are no visitors scheduled for this meeting.)*

**5. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS**

A. Design Team Status Report

B. Staff Status Reports – Carey Meyer

**6. PUBLIC HEARING** *(3 minute time limit)*

A. Public Safety Building Project Proposed Building Site

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**7. PENDING BUSINESS**

A. Media Tour of Existing Facilities & Lessons Learned – Ralph Crane

B. Recommendation to the City Council for Site Selection for the Public Safety Building

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**8. NEW BUSINESS**

A. Project Costs, Mitigation Costs, Revenue Sources and City Participation regarding Funding the Project

C. Scheduling the Next Meeting Date and Agenda Deliverables

**9. INFORMATIONAL ITEMS**

A. Resolution 14-20 Creation of the Committee and Scope of Work

B. Public Safety Building Project Fact Sheet

C. Public Involvement Plan dated June 23, 2014

D. Project Contact List

E. Supplemental Strategies Chart

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**10. COMMENTS OF THE AUDIENCE**

**11. COMMENTS OF THE CITY STAFF**

**12. COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*

**13. COMMENTS OF THE CHAIR**

**14. COMMENTS OF THE COMMITTEE**

**15. ADJOURNMENT/NEXT TENTATIVE REGULAR MEETING IS SCHEDULED FOR OCTOBER 29, 2014 AT 5:30 P.M. at City Hall** in the Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska.



Session 14-10 a Regular Meeting of the Public Safety Building Review Committee was called to order by Chair Ken Castner at 5:45 p.m. on September 24, 2014 at the City Hall Conference Room Upstairs located at 491 E. Pioneer Avenue, Homer, Alaska and opened with the Pledge of Allegiance.

PRESENT: COMMITTEE MEMBERS ROBL, PAINTER, CASTNER AND WYTHE

STAFF: DAN NELSEN, PROJECT MANAGER  
CAREY MEYER, PUBLIC WORKS DIRECTOR  
RENEE KRAUSE, DEPUTY CITY CLERK

TELEPHONIC: STANTEC - SARA WILSON-DOYLE AND DALE SMYTHE

ABSENT: COMMITTEE MEMBER RALPH CRANE (EXCUSED)

### **AGENDA APPROVAL**

The agenda was approved by consensus of the committee.

### **APPROVAL OF SYNOPSIS**

A. Synopsis for August 26, 2014 Regular Meeting

Chair Castner called for a motion to approve the minutes as presented.

ROBL/PAINTER – SO MOVED.

There was no discussion.

The minutes were approved by consensus of the committee.

### **PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA** *(3 minute time Limit – Only items on the agenda not for Public Hearing may be commented on)*

Chair Castner invited the audience to speak and to please sign in and that they have roughly three minutes to speak.

Deb Lowney, city resident, commented on the use of the HERC site for the project. She focused her comments on the loss of a recreational center and emphasized that the committee should focus on the existing location and makes it work. The overall price tag for the project is scary. She opined that recreation is being pitted against Public safety and it should not be. She brought up the Needs Assessment in progress too.

Ms. Wythe arrived at 5:51 p.m.

Jeanne Parker city resident commented on the removal and cost of the asbestos; it is contained now but becomes expensive and dangerous, if that comes, she will be screaming to be extremely careful; Council is focused on being fiscally sound and expending funds on core services and “Taj Mahal” public facilities are not being fiscally sound; she supported the comments of Ms. Lowney regarding use and examination of the existing site and the HERC site.

Carol Shuler, city resident, work with Special Olympics which have used the HERC site, commented on keeping the existing uses at the HERC and finding a different site for Fire and Police Services; she doesn't believe that they have to decide between a new public safety building or having a recreation site, there should be another solution that works for both; she supported those services getting what they needed but not at the expense of the one recreational facility they have.

Brian Ormond, works with Special Olympics, commented on considering repurposing the existing fire hall for a gym but the need is now not in 5 years. There should be conversation on other uses for the existing buildings.

Ruth Mitchell, not a resident, coaches bocce ball for Special Olympics, they use the field at the HERC site, commented on the uses of the Skate Board Park and the field and stated the future is the children. The children need to have a place to go that is safe. She believes it is a good area and a safe environment.

Chair Castner advised the audience that they will be able to comment at the end of the meeting and they will be later speaking about setting a public hearing on the Site Selection and he believed that Council will also hold a public hearing when they receive the recommendation.

## **VISITORS**

There were no visitors scheduled.

## **STAFF & COUNCIL REPORT/COMMITTEE REPORT/BOROUGH REPORT**

### **A. Design Team Reports**

Chair Castner asked Dale Smythe to provide the status report for the committee.

Mr. Smythe provided a synopsis of the progress completed by the design team noting the following:

- Three tasks included in the scope of work
  - Task A – Fire and Police Station Building Programming included were
    - Info gathering
    - Space standards
    - needs projection
    - Adjacencies diagrams
    - Site selection criteria
    - draft presentation
    - Open House (Meeting 2)
  - Task B – Site Selection and Concept Design
    - Little done
    - gathered information on three original sites
    - Size and GIS data
  - Task B – Public Involvement
    - One major public meeting
    - Two more meetings left

### **B. Staff Status Reports**

Chair Castner invited Mr. Meyer to provide a status update for the committee.

Mr. Meyer noted that staff has been supporting the design team activities. He stated that in review of the schedule and contract when first starting this project; meeting #2 they were to be providing a public input on several sites evaluated on a decisional matrix and then the following meeting the recommended site. He noted that at this time they have the information on the building size, and the longer that they withhold from making a decision impacts costs.

Chair Castner offered a summary of committee actions for the audience. Some points made were as follows:

- breaking down the project into three departments
- The space required is accurate in regards to the space needed to take them 50 years into the future
- What the design will look like is to be decided
- The required space needed requires over 4 acres
- The HERC parcel is the only parcel that large
- City Council was asked to address leasing which they are not interested in doing

Ms. Wythe commented in fairness to the review and the process as initiated explained that in going after funding the city must have a matching contribution and what the city could bring was a location. She went on to explain that Council discussed the sites and ultimately they were excluded for a variety of reasons.

Ms. Wythe explained that Council reviewed it last year with a broad brush overview but stepped back to allow the recommendation to come from the committee, assured that the committee would evaluate the proposed sites. The committee is doing that and the Council is waiting the recommendation of the committee. The fact that the footprint is the size of that property is not surprising.

Ms. Wythe also noted that every new or different facility built in Homer has had the moniker of "Taj Mahal" attributed to it except to the people who live and work in those facilities. The High School was called a "Taj Mahal" but was inadequate when it opened its door for the number of students that went there.

Ms. Wythe provided comments on the responsibility of council to the community regarding the functionality of the building, the fiscal responsibility, the pros and cons of leasing compared to bonding the project to build the facility; the city will be providing fire and police services for the duration of the city; recreation is important to the city and council is aware of the importance and need, they expended \$40,000 for the Needs Assessment, they are not ignoring that conversation, they are reviewing that over a much longer period, she is doing personal legwork outside of council to provide that but that does not mean they should ignore that the city cannot provide adequate jail services or fire services now. Prudent fiscal management means we move forward until we cannot move forward anymore.

Ms. Wythe mentioned the property dedicated to recreation in the town center; every day they wait to get a new police and fire facility will cost more and having the HERC site brought into this as a roadblock is not the answer.

Chair Castner stated that Ms. Wythe made it very clear that the top five priorities for Council will be the top five priorities until completed and there were no recreation items on that list, referring to the Capital Improvement Projects for the city. Ms. Wythe responded that was a true statement and went on to explain that they do not have the financial aspects of the HERC building from keeping it open with no budget, occupying the building without Fire Marshall approval and having to expend funds to bring it up to code plus all the other lack of financial where-with-all regarding recreation and the HERC.

Chair Castner and Ms. Wythe offered more comments regarding the project and the HERC building.

## **PUBLIC HEARING**

There were no items for Public Hearing.

## **PENDING BUSINESS**

### **A. Media Tour of Existing Facilities & Lessons Learned – Ralph Crane & Chiefs Painter & Robl**

Chair Castner brought the item to the floor for discussion. There was no report provided due to Mr. Crane was the only member in attendance and he did not provided a written report.

Mr. Meyer was interested in hearing how this tour went with the media he has heard that it was well received. There was only one representative from the Homer News at the Fire Department.

B. First Open House – overview on the success and what can be done better or differently including the items presented and results from questionnaire.

1. Open House Posters
2. Input Forms and Sign-in Sheets

Chair Castner brought the item to the floor for discussion. He thought the event was well attended by Homer standards. He also mentioned a comment/request of separate entries for police and fire.

Chief Painter explained that it was an issue that had been discussed and agreed upon to have separate entrances.

Ms. Wythe felt it was well attended that there were several good discussions and many on recreation too.

Chair Castner commented on the comments and input received and thanked those in the audience who attended and provided comment.

## **NEW BUSINESS**

### **A. Review of Council Actions Taken Since the Last Committee Meeting**

Chair Castner noted that the Clerk's office researched and found no previous actions from council other than that done at a worksession.

It was noted that council approved Resolution 14-100 regarding Leasing a Building for the facility at the meeting on Monday, September 22, 2014. They were not going to approve leasing any facilities.

Ms. Wythe noted that the Council discussed the resolution before the Borough regarding deed restrictions on that property but no action was taken on that.

### **B. Site Criteria and Selection:**

1. Committee Recommendation and Approval of Scheduling a Public Hearing on Site Selection
2. Site Selection Decisional Matrix and how costs will be dealt with within the matrix.

Chair Castner wanted to focus discussion on the HERC Site since there was no other 4 plus acres city owned parcel to consider. He asked the committee if there was consensus for discussion.

There was no response from the committee members.

Mr. Smythe commented on the methods used to create the matrix to evaluate the three original sites and how it can be applied by the committee.

At the invitation of the Chair, Mr. Meyer highlighted the potential to expand the existing parcel by purchasing the Borough Maintenance property and pushing the extension of Lake Street to the east side of the parcel but it would only bring it to a little over 3 acres. He also noted that there was an additional .6 acres that could be used for storage but this still only brings up the total to 3.6 acres which does not meet the requirement needed of 4.2 or more acres.

This site still presents dealing with existing buildings and having to operate services while constructing a new facility.

If the city follows the Transportation Plan they will have the expense of extending Lake Street anyway so it would be better to do it sooner rather than later was his opinion.

There was a brief discussion on vacating right of ways, homes exiting onto Heath Street, and it only increasing the site incrementally.

Chair Castner said he would entertain discussing this site after discussing the HERC site. Ms. Wythe agreed they could discuss the site but extending Lake Street would only add years and years to the project. Chair Castner then directed the committee to evaluating the HERC using the matrix provided by Stantec.

Chair Castner noted that under Parcel ownership it receives all the points referring to the matrix.

It is over 4 acres – 5 points

Well above the flood zone – 5 points

Well above the Tsunami Zone – 5 points

Structural Soils – comments were structures currently on the site -5 points

- Homer soils

- No soil testing or site investigation conducted

Gravity loading well-draining soils – 2 points

No Wetlands – the area does have wetlands but area that could be mitigated with bridging referred to Woodard Creek coming through the site, spoke with the design team at an earlier meeting and agreed that it could be solved however Mr. Smythe stated that he is not a civil engineer. – 2 points

This area has a deep swale shown on the drawings

Natural Gas is along the Sterling Highway and there is a line into the cul de sac of Woodside Avenue

There is wetland drainage and there will be a cost – Chair was amenable to ding it whatever the committee felt appropriate

No subsoil rock outcroppings – 2 points

Ms. Wythe asked what points the Chair was giving for natural gas and utilities. Chair was not providing any points. Ms. Wythe commented that providing points would offset the points taken away for the wetlands.

Ms. Wilson-Doyle explained to the committee that they could use the key at the bottom of the page to rate the site.

Chair Castner commented that the form only listed positive aspects of the site. He believed that conflicting uses and the cost to make it construction ready should be added to the form.

Mr. Smythe commented on how to grade the site and Chair Castner did not know which section to apply it to.

A discussion was entertained on where to fit those items in and it was agreed that it would be a zero. Chair Castner wanted to note that they reviewed all aspects if questioned. He also wanted to show the persons being displaced and the costs.

Mr. Smythe commented that the form was intended to compare several sites. He can add those criteria to this form but that wasn't what it was intended for.

Chair Castner acknowledged that but also stated that they did not have any comparable sites. He wanted to make clear all the positive attributes but here are the negatives and when you have conflicting uses you need to highlight them and council can make their decisions.

Ms. Wythe brought up the security issues and she wanted to double check the zoning. Since this is as close to the High School and will be adjacent to a middle school.

Comment on the concern expressed by the public regarding release of inmates from the jail are escorted to the door and then released however if they have been charged with a more serious crime or any felonies they are then taken to another facility. The Homer Jail does not directly release felons into the community. All other research conducted by the design team has shown placement next to a middle school favorable.

Chair Castner stated he would entertain a motion to select the HERC site as the site with the mitigations as the committee as identified: policy in relationship to the proximity to the middle school, concern over wetlands, the existing uses of the buildings for public works and recreation and the cost of mitigating the site to bring it to constructability.

Ms. Wythe inquired about the objective to recommend a site today and Chair Castner responded that he wanted to review the site and then hold a public hearing regarding the site then submit the recommendation to Council.

WYTHE/ROBL - MOVE TO PREPARE A MEMORANDUM OF RECOMMENDATION TO THE COUNCIL IDENTIFYING THE HERC SITE WITH THE IDENTIFIED PLUS AND NEGATIVE FACTORS LISTED WITHIN THE MEMO SO THAT THE MEMORANDUM WILL BE AVAILABLE FOR REVIEW AT THE NEXT MEETING OF THE COMMITTEE FOR FULL REVIEW OF THE CONTENT OF THE MEMORANDUM.

There was discussion on the content and availability of the memorandum.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Castner confirmed that the Clerk will draft the memo and present to the committee prior to release and distribution.

Chair Castner opined that he felt they just addressed the second item listed of the matrix.

#### C. Scheduling the Next Meeting Date and Agenda Deliverables

Chair Castner then introduced the next item to the floor for discussion.

There was a brief discussion on what the next meeting would contain in relation to the Task A, B and C as outlined. It was determined that since there is only one appropriate size site that it would be redundant to expend more time on discussion.



Chair Castner wanted to schedule a discussion on cost, including the mitigation cost and possible revenue sources to support this and he wanted to also talk about what their participation could be.

A brief discussion on committee availability ensued to establish the next meeting along with a Public Hearing on the Site Selection. It was agreed by consensus for October 8<sup>th</sup> at 5:30 p.m. in Council Chambers.

#### **INFORMATIONAL ITEMS**

- A. Resolution 14-20 Creation of the Committee and Scope of Work
- B. Public Safety Building Project Fact Sheet
- C. Public Involvement Plan dated June 23, 2014
- D. Supplemental Strategies Chart – Updated and Revised as of August 19, 2014
- E. Project Contact List – Updated and Revised as of August 19, 2014

There was no discussion on the informational materials.

#### **COMMENTS OF THE AUDIENCE**

Jeanne Clark asked why they did not discuss or evaluate any of the other sites. She noted that 2.A referring to the Matrix Spreadsheet is only one of the criteria on the whole list. She did not understand why it was a deal breaker being just under 4 acres. She stated again that she could not understand why they did not evaluate any other site because of one criterion. Ms. Clark appreciated the Chair bringing up the other points of displacement and she was asked if the committee could evaluate the other sites now at the end of the meeting. She asked if they could not design the building slightly smaller and two stories, that there were lots they could do with the design.

Chair Castner responded that it does not matter since this is the site, referring to the HERC site, the form for that policy decision is the council, he tried to expand what the council was willing to look at and they contracted it so really ever since he was asked to be on this we've been, and Beth objects to me saying this, but we have been crowded onto this site. So now they are bringing it into sharp focus by saying here is the site, here is the pluses and here is the negatives it is your job as a citizen to push back.

Ms. Wythe added for the record of the committee, these sites were all on here, these sites were discussed independent of getting to "oh we have to rate them", there was no discussion that they had to rate them; every site on here was reviewed and discussed and some were brought up that were not even in the original discussion and they were considered and dismissed for various and sundry reasons by the committee, not by council.

Chair Castner added that they would not place a public safety building in a tsunami zone. Ms. Clark agreed with the comment. Ms. Wilson-Doyle mentioned the fatal flaw grading in this type of site selection and Ms. Clark questioned if size was considered a fatal flaw. Ms. Wythe responded that size would be a fatal flaw if you need a larger size. Chair Castner stated that there are other sites he has liked as well as this one, and they have been dancing around the issue long enough.

Ms. Wythe commented on fatal flaw in regards to the existing parcel stating that to plan on building a road that has not been discussed by Council, not even been brought forward to Council that they are thinking of building this road, only because it is in the transportation plan; purchasing a piece of property that has existing infrastructure on it, banking on that you can do that; redesigning and taking properties so you can do that is a fatal flaw in her mind. All the plans regarding roads that the city has

depend on acquiring property and the city has no ability to ensure that it does go through; it was discussed some time ago and Council did not want to do it.

Deb Lowney stated that this process was all academic.

Chair Castner countered that from the beginning it was a forgone conclusion on the site in his opinion but as of today this is what he believes they have to do.

Ms. Lowney responded that they have heard that loud and clear and again she is very frustrated with the process; because again will go back to the Needs Assessment; they haven't waited for that to be completed and she knows that adds time to the process. People are encouraged to speak to the Council and she has heard only people who have spoken to council are those opposed to it going into that site; she has not heard comments from the other side unless she missed those comments. A two story complex that has viability on that site, she thanked Mr. Meyer and wanted to pat him on the back, he relieved some of her frustration tonight, big time, because he addressed the issues that so many people wrote about on their questionnaires, he addressed them. Ms. Lowney acknowledged Ms. Wythe passion but was so saddened that the recreation passion is still just getting lost in this whole picture, she knows it is being heard but there is no road map in this picture they are just losing. She has concerns with it being placed next to a middle school and it is not right next to the high school there is a big parking lot between them and the high school and most high school students drive while middle school students are dropped off; on field trips there is a great amount of foot traffic past cutting right through there, there will be sirens and a lot of distractions that you will be asking teachers and students to put up with. There was a lot more than what was discussed here tonight. She will also not be able to attend the next meeting.

Ms. Wythe stated she would be able to see the memo and submit her comments on it to the clerk.

Chair Castner confirmed that Ms. Lowney would see recreation as a conflicting use.

Mary Griswold, city resident, felt that the facility will be obsolete long before 50 years and better off planning for 20-30 years; she further noted that 4 acres may be the ideal building but she knows many public construction projects that they've adapted to a smaller footprint, they do it all the time, so 3.6 acres is very accommodating. She would like to keep the existing station because it is serviceable, and that is her biggest objection in this, obviously the police department needs a new building, she has toured it, it is a wreck, she doesn't know how anyone works there; the fire hall is not ideal but it is very functional, it is not perfect and doesn't live up to the NFPA standards but 6 months after any building or apparatus is done is out of compliance, NFPA, those are goals that you work towards; no one can comply with all of them; leave the fire station, tear down the police station, build a two story structure that the bottom floor floor that come outs level with the back parking lot of the existing fire hall and you can put the police and shared needs and the new needs for the fire department in the new building, it is not worth adding on to the old fire hall but keep it there its very functional it's a very nice place, been added on to for a long time, very organic and it's too functional to tear down or abandon. She hopes that they would have the design team at least study the feasibility of building on the existing site and maintaining the existing fire hall.

#### **COMMENTS OF CITY STAFF**

Mr. Meyer stated that he would like direction on what to task the design team for the next meeting. Had they followed the plan they would be plopping down a 60,000 sf building on the different sites and evaluating the items on the decisional matrix and he was wondering if the committee has any guidance for staff. He believes that they should be plopping the 60,000 sf building on each site to prove that the decisional factors are true. Such as does the wetlands affect the building site, how would access be provided to Pioneer Avenue and that would be provided at the next open house.

Chair Castner responded that he wanted to hold the public hearing first since all the uses, accesses and wetlands can be mitigated. He wants to have all the issues mitigated before they are plopping buildings down. Then they can send it on to the Council and give the team their marching orders.

10:30

#### **COMMENTS OF THE COUNCILMEMBER**

Ms. Wythe stated that at this time they do not have anything (regarding funding sources) to bring with them to do this project, they have not increased the mil rate and they don't have the bond. It may be that they do have to do something like that but at this time all they can bring to the table is the location.

#### **COMMENTS OF THE CHAIR**

Chair Castner stated that he did not personally believe that the participation was just going to be a site; he clarified that "our" meant community. He believed that the mil rate would have to be increased or go out to bond. He believed that the community would have to come together to get that done. He further stated that they may be in the position of Bethel and have to do this sooner rather than later; there was an item in the newspaper where Bethel took action long before they received funding for the new community pool and we may have to do that same thing. He then thanked the audience for coming and offering comments to the committee.

#### **COMMENTS OF THE COMMITTEE**

Chief Robl commented he believed they discussed it all however he wanted to say that in the meetings they have had they looked at all the sites and they had good reasons why they were not selected; the combined site, fire and police, at one time he thought they could make it work with some additional room, but he felt that the 4 acres was a pretty absolute number they should stick with and right now he questions how they can make the existing site work, knowing the footprint that they need and it seems they would have to demolish both buildings before they could get anything done and how the heck are they going to operate in the interim, they have a jail and dispatch center, we have hundreds of thousands of dollars in just trying to move dispatch somewhere. It would be very problematic.

Chief Painter agreed with Chief Robl, they have looked at remodeling the fire station, the city spent several hundred dollars in the 1990's to bring it up to seismic code and repair the damage wrought on the building due to insufficient planning and construction when it was built by the volunteer corporation. There are major issues with the building use as a fire station; apparatus design, the weights, they are limited to the parts of the building that they can use for specific apparatus because of the design of the building; and that increase cost not only the facility uses but in vehicle design as well. They have looked at the lot and they have talked about maintaining the building while it was being constructed then tearing the existing building down.

Chief Painter believes that the building is viable for other uses; it could be used by Public Works Maintenance personnel who are being displaced and there may be other commercial uses for the building that do not put the demands on the building that the fire department has; they have looked at redesigning the building and remodeling it and just the lot size for the fire station and passed on that 20 years ago; Mark and he have had separate projects on the CIP list for several years until they were taken off because they were getting anything done. Mark and he have decided to combine the departments after looking at where they provide savings having facilities both departments can use. This will present

a savings having joint use facilities and that is where the project has come from; they presented the idea to Council, they liked it. That started the ball rolling and in the long run it will save the tax payer money.

Dale Smythe stated that he wasn't sure of the other information people attending might have but once they (committee and design team) obtained the knowledge from the space needs assessment especially the requirement for 4 acres, even if all the other efficiencies were gained and the entire square footage could not be built, none of the other sites offered anything that was even viable. They did a comparison on those other sites.

Sarah Wilson-Doyle commented on the public question regarding future uses of the existing buildings could provide for the community and she was wondering if it would be beneficial at this time to have the design team review those existing buildings for recreational purposes that would provide an interim solution until the funding could be found. There may be a way that these buildings could provide for the next 20 years with minimal changes and improvements. These buildings could also be sold too providing the necessary funding needed to start the recreation project in the land next to the library.

#### **ADJOURN**

There being no further business to come before the Committee the meeting adjourned at 7:35 p.m. The next regular meeting will be **WEDNESDAY, OCTOBER 8, 2014 AT 5:30 P.M.** and will be at the City Hall in the Cowles Council Chambers at 491 E. Pioneer Avenue, Homer, and Alaska.

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RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_

## NOTICE OF PUBLIC HEARING

Public notice is hereby given that the City of Homer will hold a public hearing by the Public Safety Building Review Committee on Wednesday, October 8, 2014 at 5:30 p.m. at Cowles Council Chambers, Homer City Hall, 491 East Pioneer Avenue, Homer, Alaska on the following matter:

### **Public Safety Building Project Proposed Building Site**

Anyone wishing to present testimony concerning these matters may do so at the meeting or by submitting a written statement to the Public Safety Building Review Committee, Renee Krause, 491 East Pioneer Avenue, Homer, Alaska 99603, or via email to [rkrause@ci.homer.ak.us](mailto:rkrause@ci.homer.ak.us) by 4:00 p.m. on the day of the meeting.

For additional information, please contact Renee Krause at the City Clerk's Office, 235-3130.

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## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Clerk

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# Memorandum

TO: MAYOR WYTHE AND CITY COUNCIL

FROM: PUBLIC SAFETY BUILDING REVIEW COMMITTEE

THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: OCTOBER 8, 2014

SUBJECT: RECOMMENDATION FOR SITE SELECTION FOR THE PUBLIC SAFETY BUILDING

The committee had previously narrowed down and vetted the potential buildings sites at the May 22, 2014, June 17, 2014 and at the September 24, 2014 regular meetings. At the May 22, 2014 meeting the committee members narrowed the choices down to the existing parcel, the Wildberry Parcel and the Homer Education and Recreation Center (HERC) site.

At the September 24, 2014 meeting the Committee reviewed the HERC parcel against the criteria matrix created by the design team and determined that the following positive attributes could be applied:

### **PARCEL CHARACTERISTICS**

#### **Parcel Ownership and Cost**

- Site Ownership & Potential for Drawing on Other Funding Resources

#### **Size and Available**

#### **Configuration**

- 4 or more acres

### **PHYSICAL CHARACTERISTICS**

#### **Environmental Risk**

- Well above Tsunami Area  
- Well above Flood Zone  
- Structural Soils – Load bearing for seismic concerns – buildings have been there since before the 1964 earthquake.

#### **Development Suitability**

- Gravity loading, well- draining soils, no standing water issues

- Site Slope – relatively flat, slight slope for positive drainage

Compatible with Existing Zoning – Central Business District

#### **Utilities**

- Existing Utilities  
- Water, redundancy (piped, plus well or room for water storage tank)  
- Electric, with redundancy (room for generator)  
- Natural Gas  
- Communications

### **COMMUNITY**

### **CHARACTERISTICS**

#### **Community Location**

- Easy for the Public to Find, Access, Park  
- Visible location that enhances Civic Identity

#### **Traffic and Access**

- Efficient access to major community collector/arterial roads for quick emerge  
- Low accident rate on adjacent roadways/intersections  
- Located on corner lot with access to 2 streets  
- Multiple site access options including entrances/exits for staff, visitors and vehicles/equipment

**Security**

- No adjacent raised structures  
(tall buildings, raised highways  
or viaducts)

- Lot configuration enables  
visible clear zone and security  
setbacks from nearby parcels  
and roadways

**Negative Attributes or Unknowns that could be applied from the matrix to the HERC site are as follows:**

- Wetlands
- subsoil rock outcroppings, excavation expense – unknown
- deeply swaled area at active creek
- Central to Fire Service Area – farther from the Spit
- Egress may be impeded onto main roads from traffic congestion or accidents without additional traffic aids
- Displaces groups that use existing facilities – recreation uses for the gym; Public Works maintenance personnel use the two-story building for office and storage space; Skateboard Park; access to the middle school, the basketball court and Special Olympics uses of the fenced in field area.
- 
- Compatible with Adopted Plans – Unknown
- Concealed Areas adjacent to project - Unknown
- Not complimentary to adjacent and nearby land uses – Unknown
- Ability to locate impound storage so it is not visible or easily accessible – Unknown

**Recommendation:**

Approve the Homer Education & Recreation Center (HERC) parcel as the future site of the Combined Public Safety Building.



Following is the excerpt from the minutes of the September 24, 2014 meeting regarding the discussion and recommendation for the site selection:

## **NEW BUSINESS**

### **B. Site Criteria and Selection:**

1. Committee Recommendation and Approval of Scheduling a Public Hearing on Site Selection
2. Site Selection Decisional Matrix and how costs will be dealt with within the matrix.

Chair Castner wanted to focus discussion on the HERC Site since there was no other 4 plus acres city owned parcel to consider. He asked the committee if there was consensus for discussion.

There was no response from the committee members.

Mr. Smythe commented on the methods used to create the matrix to evaluate the three original sites and how it can be applied by the committee.

At the invitation of the Chair, Mr. Meyer highlighted the potential to expand the existing parcel by purchasing the Borough Maintenance property and pushing the extension of Lake Street to the east side of the parcel but it would only bring it to a little over 3 acres. He also noted that there was an additional .6 acres that could be used for storage but this still only brings up the total to 3.6 acres which does not meet the requirement needed of 4.2 or more acres.

This site still presents dealing with existing buildings and having to operate services while constructing a new facility.

If the city follows the Transportation Plan they will have the expense of extending Lake Street anyway so it would be better to do it sooner rather than later was his opinion.

There was a brief discussion on vacating right of ways, homes exiting onto Heath Street, and it only increasing the site incrementally.

Chair Castner said he would entertain discussing this site after discussing the HERC site. Ms. Wythe agreed they could discuss the site but extending Lake Street would only add years and years to the project. Chair Castner then directed the committee to evaluating the HERC using the matrix provided by Stantec.

Chair Castner noted that under Parcel ownership it receives all the points referring to the matrix.

It is over 4 acres – 5 points

Well above the flood zone – 5 points

Well above the Tsunami Zone – 5 points

Structural Soils – comments were structures currently on the site -5 points

- Homer soils

- No soil testing or site investigation conducted

Gravity loading well-draining soils – 2 points

No Wetlands – the area does have wetlands but area that could be mitigated with bridging referred to Woodard Creek coming through the site, spoke with the design team at an earlier meeting and agreed that it could be solved however Mr. Smythe stated that he is not a civil engineer. – 2 points

This area has a deep swale shown on the drawings

Natural Gas is along the Sterling Highway and there is a line into the cul de sac of Woodside Avenue

There is wetland drainage and there will be a cost – Chair was amenable to ding it whatever the committee felt appropriate

No subsoil rock outcroppings – 2 points

Ms. Wythe asked what points the Chair was giving for natural gas and utilities. Chair was not providing any points. Ms. Wythe commented that providing points would offset the points taken away for the wetlands.

Ms. Wilson-Doyle explained to the committee that they could use the key at the bottom of the page to rate the site.

Chair Castner commented that the form only listed positive aspects of the site. He believed that conflicting uses and the cost to make it construction ready should be added to the form.

Mr. Smythe commented on how to grade the site and Chair Castner did not know which section to apply it to.

A discussion was entertained on where to fit those items in and it was agreed that it would be a zero.

Chair Castner wanted to note that they reviewed all aspects if questioned. He also wanted to show the persons being displaced and the costs.

Mr. Smythe commented that the form was intended to compare several sites. He can add those criteria to this form but that wasn't what it was intended for.

Chair Castner acknowledged that but also stated that they did not have any comparable sites. He wanted to make clear all the positive attributes but here are the negatives and when you have conflicting uses you need to highlight them and council can make their decisions.

Mayor Wythe brought up the security issues and she wanted to double check the zoning. Since this is as close to the High School and will be adjacent to a middle school.

Comment on the concern expressed by the public regarding release of inmates from the jail are escorted to the door and then released however if they have been charged with a more serious crime or any felonies they are then taken to another facility. The Homer Jail does not directly release felons into the community. All other research conducted by the design team has shown placement next to a middle school favorable.

Chair Castner stated he would entertain a motion to select the HERC site as the site with the mitigations as the committee as identified: policy in relationship to the proximity to the middle school, concern over wetlands, the existing uses of the buildings for public works and recreation and the cost of mitigating the site to bring it to constructability.

Ms. Wythe inquired about the objective to recommend a site today and Chair Castner responded that he wanted to review the site and then hold a public hearing regarding the site then submit the recommendation to Council.

WYTHE/ROBL - MOVE TO PREPARE A MEMORANDUM OF RECOMMENDATION TO THE COUNCIL IDENTIFYING THE HERC SITE WITH THE IDENTIFIED PLUS AND NEGATIVE FACTORS LISTED WITHIN THE MEMO SO THAT THE MEMORANDUM WILL BE AVAILABLE FOR REVIEW AT THE NEXT MEETING OF THE COMMITTEE FOR FULL REVIEW OF THE CONTENT OF THE MEMORANDUM.

There was discussion on the content and availability of the memorandum.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Castner confirmed that the Clerk will draft the memo and present to the committee prior to release and distribution.

Chair Castner opined that he felt they just addressed the second item listed of the matrix.



**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**RESOLUTION 14-020**

A RESOLUTION OF THE HOMER CITY COUNCIL CREATING A  
PUBLIC SAFETY BUILDING REVIEW COMMITTEE AND  
ESTABLISHING THE SCOPE OF WORK AND PARAMETERS UNDER  
WHICH THE COMMITTEE WILL CONDUCT ITS WORK.

WHEREAS, The City has solicited GC/CM proposals from qualified firms or teams to  
conduct preliminary engineering, design, site evaluation, and cost estimating for the  
proposed new Homer Public Safety Building; and

WHEREAS, Proposals are due on January 21, 2014; and

WHEREAS, It would be beneficial to establish a Public Safety Building Review  
Committee (PSBRC) to assist the City with numerous functions including review and  
evaluation of the proposals, similar to the committees the Council has established for  
construction projects on other public buildings.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby establishes  
the Public Safety Building Review Committee (PSBRC).

BE IT FURTHER RESOLVED that the Committee membership shall be the Mayor or one  
member of the City Council, the Police Chief or their designee, the Fire Chief or their designee,  
a member of the public, preferably with construction or project management experience, and  
a member of the business community.

BE IT FURTHER RESOLVED that primary staff support shall be provided by Carey Meyer  
and Dan Nelsen and secondary support shall be provided as needed and requested by the  
City Manager, the Finance Director, and the City Planner.

BE IT FURTHER RESOLVED the Scope of Work shall include:

- Review and rate GC/CM proposals and make a recommendation to the Council


- Review the proposed contract and provide input on the scope of work and deliverables
- Review work products and participate in regular briefing with the contractor
- Make recommendations and provide direction to staff and the contractors as the project proceeds
- Make recommendations to Council as to how to proceed as various benchmarks are achieved.

BE IT FURTHER RESOLVED that the Committee shall establish its own work schedule and shall be disbanded when the initial scope of work is complete and the Council appropriation is expended. The Council may extend the life of the Committee and expand its scope of work if the project proceeds beyond this initial phase and additional project revenues are secured.


BE IT FURTHER RESOLVED that the City Clerk is authorized to advertise for parties interested in serving as the public and business community representatives.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 13<sup>th</sup> day of January, 2014.

CITY OF HOMER

  
MARY E. WYTHE, MAYOR

ATTEST:

  
JO JOHNSON, MMC, CITY CLERK

Fiscal Note: Staff time and advertising costs.



# HOMER PUBLIC SAFETY BUILDING

*"To ensure Homer has adequate emergency services into the future to protect community health and safety using a cost-effective, locally-responsive emergency service model."*

## Project Need

Homer's Fire and Police Services are vital to the safety and health of our community. Adequate and safe working environments show our respect for the public servants who provide these services, and at the same time, reduce local vulnerability to emergencies and risk.

The purpose of considering a new facility at this time is to address these issues and our aging facilities' deficiencies, including:

- Limited space for performing basic functions on-site with no room to grow even as community needs expand;
- Lack of efficiency in cramped buildings;
- Safety problems such as inhaling fire truck exhaust indoors, unprotected police dispatch and prisoner visitor areas, and communicable disease exposure risks;
- Lack of storage for police evidence, equipment, and vehicles; and
- Poor conditions for supporting modern electronic and communication systems.

## Why Now?

Homer's Police Station was built in 1979. In 1980, the Fire Hall was built on an older garage/shop structure using sweat equity and donations. It is a testament to our staff and volunteers that they have managed to extend the useful life of these facilities.

Fully renovating these outdated facilities so they comply with modern, energy efficient standards is cost-prohibitive compared with new construction. Moreover, Police and Fire have limited space for expansion on their current sites and need room to grow.

Thus, it is critical to take steps now toward a long-term solution that ensures adequate levels of service in the future and takes advantage of cost efficiencies in co-locating the fire and police station together.

## Preliminary Concept Design

The City is exploring options for designing and constructing an up-to-date combined facility for Police and Fire, specifically tailored to local needs and resources. The City has hired a consultant team including USKH (now Stantec), Loren Berry Architect and Cornerstone General Contractors using a General Contractor Construction Manager approach for cost savings and better value.

Preliminary concept design is fully funded and is just getting underway. This phase of work will produce a space needs analysis, siting criteria, concept design, and cost projections for a new Homer Public Safety Building.

This process will actively engage public safety facility users, local residents, and a City Council appointed Public Safety Building Committee in a transparent public process for developing a realistic building concept plan and weighing site options.

## We Need Your Input!

Once a space needs assessment is completed, three public open houses will be held to present findings, to ask for community feedback, and to discuss options:

- Meeting #1 - Project Need and Site Criteria (target date **September**, TBA)
- Meeting #2 - Site Selection Rankings and Preliminary Design Concept (target date **October**, TBA)
- Meeting #3 Refined Design Concept (target date **November**, TBA)

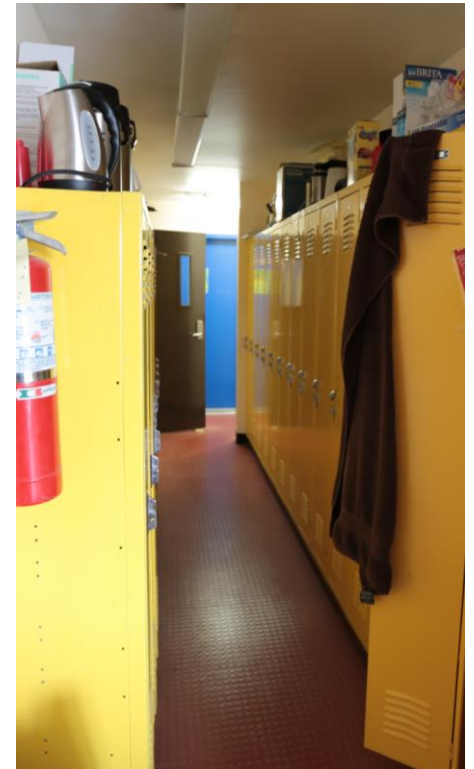
To learn about public involvement opportunities, or for more information about this effort, contact the City of Homer:

Carey Meyer, Public Works Director  
[cmeyer@ci.homer.ak.us](mailto:cmeyer@ci.homer.ak.us) (907) 235-3170  
3575 Heath Street, Homer 99603



# City of Homer Police Station DEFICIENCIES

- Extremely cramped work areas
- Poor design causes efficiency problems
- Escape attempt issues due to poor layout
- Lack of evidence storage/lab space
- No separation between staff work areas and prisoner through-traffic
- No secure service counter window
- HVAC system routes from jail cells to dispatch risking passage of airborne disease
- Vehicle exhaust enters work areas
- Premature failure of expensive equipment because of poor ventilation
- Regularly overfilling the jail cells
- Communication/computer system issues and limitations due to building age



# City of Homer Fire Station DEFICIENCIES

- Outgrown facility for today's needs with no room to expand for future needs.
- Cramped work areas, limited storage
- Premature wear of expensive equipment and vehicles stored outside with slower winter response times
- Diesel exhaust emissions indoors causing lung health issues among staff
- No OSHA compliant biohazard decontamination/cleaning area
- Existing bays are too short for standard size fire apparatus requiring expensive modifications
- Walls are rotting indoors from water trapped indoors
- Floor is unable to sustain weight of apparatus and cracking throughout
- Not enough room for volunteers to stay overnight during duty





**CITY OF HOMER**  
**Homer Public Safety Building**  
**DRAFT PUBLIC INVOLVEMENT PLAN**



June 23, 2014

*Prepared for:*  
Homer Public Works Department  
3575 Heath Street  
Homer, Alaska 99603

*Prepared by:*  
USKH Inc.  
2515 A Street  
Anchorage, AK 99503

*Point-of-Contact:*  
Dale Smythe AIA, USKH Principal  
Regional Architectural Manager  
Architectural Department  
Phone (907) 343-5254

USKH WO# 1435500

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## **1. INTRODUCTION**

### **1.1 Case Statement draft options for input**

- To ensure Homer has adequate emergency services into the future that protects community health and safety using a cost-effective, locally-responsive service model.
- To ensure Homer has adequate emergency services into the future that protect community health and safety.
- To ensure Homer keeps residents safe by providing locally responsive, cost-effective emergency services.
- To ensure Homer's integrated emergency services protect lives, property, and the environment using a cost-effective, locally responsive service model.

### **1.2 Purpose and Organization**

The purpose of this Public Involvement Plan (PIP) is to describe how the consultant team and Homer will keep stakeholders and the public involved and informed during conceptual design for a new Public Safety Building for the City of Homer. The PIP is organized into three sections:

- The first introduces the project scope and public involvement goals.
- The second lists interested parties and stakeholders, with initial themes from stakeholder interviews that can inform both the conceptual design and help guide more effective public involvement.
- Section three lists PI activities and targeted timelines for ensuring that targeted interests contribute to, and are engaged in the conceptual design process and for encouraging public awareness and participation in shaping outcomes. Specific tasks are listed that will be fulfilled by the consultant team, followed by a list of strategies beyond the consultant's scope that may be used by the City of Homer, to supplement the overall PI process, if desired.

### **1.3 Project Scope & Public Involvement Goals**

The City of Homer's Fire and Police Departments are currently housed in aging facilities with significant deficiencies. Thus, the City is taking a careful look at the options and costs for constructing a combined department new Public Safety Building. To enable a more efficient project at a lower and more predictable cost, the City is utilizing the General Contractor/Construction Manager approach and has hired a consultant, USKH, to lead this effort in partnership with Loren Berry Architect and Cornerstone General Contractors.

Project consultants and the City of Homer will use a collaborative team approach aimed at designing and constructing a cost-effective, up-to-date combined facility for the Police and Fire Departments, specifically tailored to local needs and resources. A case statement will be developed

The scope of the first phase of work is conceptual design for a new Public Safety Building facility, with three primary tasks:



**Task A. Fire & Police Building Program** - The team will identify, analyze, and summarize in a report and presentations the technical requirements, space needs, and siting criteria for the new Homer Public Safety Building.

**Task B. Draft Site Selection and Concept Design** - Building from Task A outcomes and criteria, the team will work with the City to determine the top two sites for the Homer Public Safety Building and then will explore alternative design approaches to achieve a draft Concept Design and rough cost estimates.

**Task C. Public Involvement** – Plan as presented for input.

During the Conceptual Design phase of the project, team efforts and activities will be guided by these Public involvement goals:

- Fully collaborate with facility users on the design concept to optimize outcomes and create a facility that is highly responsive to local needs and resources.
- Meaningfully engage key affected stakeholders, interested groups, and target sectors of the public in reviewing and providing feedback on interim deliverables and assumptions to improve project outcomes.
- Raise the awareness of community decision-makers and community in general around project needs, options, and possible outcomes to help them weigh public costs and benefits.

## 2. PIP TARGET SECTORS

### 2.1 Stakeholders and Interested Parties

Sustained efforts will be made over the duration of the concept design phase to actively seek the involvement of each of these targeted sectors of the community who have an interest in project outcomes:

#### Facility Owner/Users

- The City of Homer's Mayor, City Council and Administration
- The City of Homer's Fire Department, including staff and volunteers
- The City of Homer Police Department

#### Interested Parties

- Alaska Division of Homeland Security & Emergency Management
- Safety and Emergency Response agencies
- Law enforcement agencies (Troopers, Coast Guard and State Parks)
- The City of Homer Public Works Department
- State of Alaska Department of Transportation
- Kenai Peninsula Borough
- Environmental Permitting agencies
- The City of Homer Planning Department and Homer Advisory Planning Commission



- Potential Project Site Neighbors
- Potential Project Site Existing Tenants/Users (e.g., Homer Education and Recreation Complex (HERC))
- Community organizations
- Potential funding sources (Alaska State Legislature, Governor's Office, Dept. of Commerce, etc. )

#### Regional Public at Large

- Citizens who depend on and are served by the City of Homer's emergency services
- Taxpayers
- Citizens who seek to participate in community affairs

## **2.2 Initial Stakeholder Themes**

Project consultants spent several days in Homer May 21-23, 2014 to initiate information gathering and meet face-to-face with the City of Homer and key stakeholders. The team included Jack Berry and Loren Berry from Berry Architects and Jerry Neubert, Dale Smythe, and Meredith Noble from USKH. The team spent two days interviewing the Police Chief, Fire Chief, and staff members of each department learning about the needs for a future facility through site tours and intensive interviews.

Additionally, to better understand the project's role in the community, including current facility deficiencies, and public opinion toward the project, Meredith Noble conducted ten "off-the-record" interviews with City staff and the public. Those identified from the public were referred through word of mouth as influential thought-leaders in the community. From those interviews several themes started to surface. Although anecdotal, and possibly reflecting only a narrow segment of the community, these themes can inform both the conceptual design and help guide more effective public involvement.

**Aging Facilities** – Homer's Police Station was built in 1979, and a year later the Fire Hall was built on an older, existing garage/shop structure. These facilities have served the community well over several decades and, to many local residents, they are nostalgic landmarks from Homer's early days as a small town. This is especially true of the Fire Hall, as Homer's Volunteer Fire Department (established in 1952) found funding and invested sweat equity to build the facility — no city funds were used.

**Deficiencies** –Running modern emergency response and police services from aging facilities have costs, risks, and challenges that the community may not be aware of. Examples include:

- Replacing the heating systems from heating fuel to natural gas and building more energy efficient buildings would reduce annual heating costs by about 40% (roughly \$13,596 in annual savings);
- Winter emergency response times would be faster if indoor space was available to park emergency vehicles (not to mention deterioration and security issues associated with outdoor parking);
- The existing facilities are non-compliant with safety regulations/facility design standards and thus pose risks and health concerns to staff. Examples include the Fire Hall's lack of OSHA compliant biohazard decontamination/cleaning area and lack of diesel exhaust emissions protection. The Police Station's air handling system exhausts into employees' work areas and its lobby does not have ready access to a secure, bullet proof, service counter/window with passive barriers to stop vehicles.



- Regular interruptions occur because of poor separation between uses. For example, prisoners regularly disrupt staff due to the lack of separated entrances into the jail and prisoner visitation rooms and acoustics between the jail and staff areas. The Fire Hall lacks space to accommodate more than four overnight crew members in the station without disrupting normal operations.
- Modern emergency response and police work depend on communications and computer technologies that did not exist 35 years ago. Both facilities have issues and needs that are hard to address in the current buildings.
- There is a lack of adequate space generally. The Departments are serving a much larger population based from facilities that have not expanded in 35 years. Acute issues include the need for a larger evidence storage room and evidence lab, training areas and meeting space for working internally and with outside agencies, overnight accommodations, and storage space generally (for clean medical supplies, equipment, etc.).

**Communicate Why the Facility Is Needed:** Homer's fire station looks to be in mint condition, and from the outside appearances, the public does not necessarily understand why the police and fire stations are insufficient. After talking to someone who works there or getting a tour, it is woefully clear why a new facility is needed, but "you have a sales job here" to communicate this to the rest of Homer if you intend to seek support for a new building.

**Cost/Benefit Considerations:** As a community, Homer knows that this project will be costly, both upfront and into the future, as the total cost of ownership for the building can be almost three times more than initial design and construction costs. The City needs to be realistic when assessing the financial aspects of this project, and how Homer will pay for long-term O&M using. The public then needs clarity, since as seen with the public bathroom investment, there can be significant "sticker shock" at the cost of projects.

**Nice, But Not Too Nice:** Though a creative community that appreciates quality design, Homer residents have conservative values in terms of the overall community investment in public facilities. A new facility needs to be respectfully adequate and not "gaudy" or overbuilt so that it appears wasteful.

**Sensitive to HERC Site:** The HERC building provides a critical recreation need for the community. Some residents do not want the HERC site considered for this project, while others like the idea of keeping the gym but tearing down the rest of the building to make way for a new Public Safety building.

**Existing Site Repurposing:** It is important to maintain continuity in fire and police services by constructing the new facility while the existing sites are fully operational. Once services are re-located, the community has the option to try and recoup some of the facility cost by selling the Homer Volunteer Fire Department and Homer Police Station shared lot (KPB shared lot assessment ≈\$2,398,400) and adding to the downtown commercial district. Alternately, the strategically located central site could be used for a community purpose. Although this question is outside the scope of this effort, it is a question that needs community consideration and some clarity.

**A Base of Public Support:** Although support for the project is not universal within Homer at this preliminary stage, a solid group of supporters are willing to advocate for investing in a new, consolidated Public Safety facility to ensure that Homer has adequate services into the future. Moreover, Homer's fire and police are valued and respected public services. A solid design concept and workable site, along with word-of-mouth communication from respected residents, could make it feasible for the project to build broad support well beyond its current base.



### 3. PUBLIC INVOLVEMENT ACTIVITIES

#### 3.1 Consultant PI Tasks and Milestones

This section outlines public involvement efforts for the Design Concept phase of the new Homer Public Safety Building to be performed by USKH, coordinating with Carey Meyer and the Public Safety Building Committee. Activities are focused around five tasks, each with a target timeline and specific objectives. The tasks marked with an asterisk indicate that a Public Meeting will be held to gain input on project progress.

#### **Homer Public Safety Building Project Tasks and Timeline**

##### **TASK 1: Seek Involvement and Input**

*Target Timeline: June - August 2014*

*Objective: Create outreach contact lists, tools, and prepare for an initial open house event, while retaining open communications with key parties.*

##### **Consultant Activities**

- a) Finalize project contact and outreach list.
- b) Confirm public meeting date calendar and reserve venues.
- c) Create outreach materials to include a project fact sheet, web text and graphics that the City of Homer can use on its page, and a flier announcing public meeting #1.
- d) Continue to coordinate with the City of Homer, the Public Safety Building Committee, and stakeholders to gather relevant input that supports a better understanding of technical requirements, space needs, and siting criteria for the new Homer Public Safety Building.

##### **TASK 2: Present Project Need and Site Criteria, Gather Input**

*Target Timeline: August – September 2014*

*Objective: Share preliminary Fire & Police Building Program findings with stakeholders at a formal public open house. Gather input specific to the building program and site criteria to help refine and enhance project outcomes.*

##### **Consultant Activities**

- a) Organize and facilitate internal meetings with the City of Homer Administration, and Public Safety Building Committee to share progress to date and seek guidance in preparation for Open House #1.
- b) Create public displays that summarize team findings to date and illustrate the need for a new facility using rough planning level parameters (size, adjacencies, order of magnitude costs, etc.).
- c) Create an agenda and input form, and a public presentation to share at Open House #1.
- d) Conduct outreach for Open House #1 to the project contact and outreach list.
- e) Facilitate Open House #1 and gather input from participants.
- f) Summarize meeting proceedings and input in a written memo.
- g) Continue to coordinate with the City of Homer, the Public Safety Building Committee, and stakeholders to gather relevant input that supports a better understanding of technical requirements, space needs, and siting criteria for the new Homer Public Safety Building.



### **TASK 3: Present Site Selection Rankings and Preliminary Design Concept, Gather Input**

*Target Timeline: September 2014*

*Objective: Share preliminary site selection rankings and a preliminary design concept with stakeholders at a formal public open house and gather input that helps refine and enhance project outcomes.*

#### Consultant Activities

- a) Organize and facilitate internal meetings with the City of Homer Administration, and Public Safety Building Committee to share progress to date and seek guidance in preparation for Open House #2.
- b) Update outreach materials and displays to incorporate finalized building program, preliminary site selection rankings, input to date, and to announce Open House #2.
- c) Create an agenda and input form, and a public presentation to share at Open House #2.
- d) Conduct outreach for Open House #2 to the project contact and outreach list.
- e) Facilitate Open House #2 and gather input from participants.
- f) Summarize meeting proceedings and input in a written memo.

### **TASK 4: Present a Refined Design Concept**

*Target Timeline: October 2014*

*Objective: Share a refined design concept with stakeholders at a formal public open house and share rough cost parameters and possible funding strategies.*

#### Consultant Activities

- a) Organize and facilitate internal meetings with the City of Homer Administration, and Public Safety Building Committee to share progress to date and seek guidance in preparation for the final Open House.
- b) Update outreach materials and displays to incorporate the refined design concept, rough cost parameters, and possible funding strategies.
- c) Create an agenda, input form, and public presentation to share at Open House #3.
- d) Conduct outreach for Open House #3 to the project contact and outreach list.
- e) Facilitate Open House #3 and solicit input and letters of support from participants.
- f) Summarize meeting proceedings and input in a written memo.

## **3.2 Supplemental Strategies**

During stakeholder interviews a number of ideas were shared for generating additional public interest and support for the project. These are listed below in the event that the City of Homer or Public Safety Building Committee members and/or project advocates elect to undertake them to supplement the overall PI process:

#### **Outreach and Educational Activities:**

- Open House Tours
  - Have snow-cones or hot-dogs, etc. for the public and discuss what is deficient in your facilities and why you need a new building.
  - July 4<sup>th</sup> Volunteer Firefighter BBQ is an excellent opportunity for tours, handing out flyers, and having conversations with the public about the project.



- Announce the event on KWAVE- Straight Talk, Tuesday mornings 9-10 am. 15 minutes. Contact Tim White at [kwavefm@xyz.net](mailto:kwavefm@xyz.net)
  - Invite police staff to join in the BBQ.
  - Ensure all staff is on the “same page.”
- Tour for Re-create Recreate/HERC enthusiasts
  - As an obviously very sensitive issue, it would be beneficial to show HERC recreationists that their voices are being heard. Consider hosting a tour of the police and fire station for this group exclusively and ensure we engage them early when site selection conversations begin.
- Concert On The Lawn
  - Get a booth to discuss the project, hand-out informational flyers, and ask people if they’d like to be on an email list with project updates. Have fire fighters and police officers jointly staffing the table.
  - Deadline for booth is June 15<sup>th</sup>. Cost \$110 for 10x10 space.
- Presentations
  - Have a police officer and fire fighter discuss the project at various community groups. Suggested presentations include:
    - Homer Realtor Association- August 20<sup>th</sup>, 12:00, location unknown
    - Rotary Club of Homer-Kachemak Bay- 12:00, Thursdays
    - Chamber of Commerce Luncheon- Tuesday in September
    - Port & Harbor
    - Re-create Recreate/HERC enthusiasts
- Door-to-Door Campaign
  - Leave a flyer behind about the project at residences. There are enough clusters in Homer to do this with minimal time commitment.
  - Consider doing this to advertise your booth at an event or an open house.
- Engage City’s Various Commissions
  - Have agenda item on various commissions to get an update on the project. Could be watching video fire/police staff made of their facilities or get a quick update from a staff member on project status.
  - Why? This reaches 100 people with facts about the project that are civically minded and engaged. They can act as advocates for the project if well informed.
- Letters to the Editor
  - Newspaper isn’t relied on the way it used to be so instead of utilizing costly ad space, use “free” resources like letters to the editor or articles by the press.
  - <http://homertribune.com/2013/08/council-considers-a-new-public-safety-building/>
- Virtual Tours
  - Since many people can’t or don’t care to attend public meetings, one way to still engage them is through virtual tours. These are online tours of project information that conclude with a feedback form.
- Make YouTube/Vimeo Video
  - Have someone locally make a short 1-4 minute film about why the project is needed. Show the inside of the police and fire station and have excerpts from staff. Try to respond to some of the concerns identified as common objections to the project.
    - Example: <http://www.lcfd1-sprague.com/>
- Utility Bill Inserts
  - Create utility bill inserts that can be sent to residents with information about public meetings or ways to get informed about the project.



- PowerPoint/Prezi Presentation
  - Design a PowerPoint or Prezi presentation for the project staff to use whenever they need it to tell the story about why this project is important and next steps.
- Display Boards at City Hall
  - Create boards or posters that could be displayed at City Hall (or elsewhere), that show information like site or design selection. Have place for public to submit their input on the decision.
- Radio
  - Many people suggested paying for actual ads on KWAVE, KPEN, KGTL, etc. to reach the dock workers, truck drivers, etc. Give quick update on project and provide information on ways to submit feedback if desired.
  - Run in August when ad volume slows from summer rush.
  - KBBI-Coffee Table- Wednesday morning 9-10 am. Contact Dorle at 235-7721
  - Alaska Matters- Though not always supportive of the City, the project presents an opportunity to work with Chris Story to tour the facilities and interview police and fire staff.
- Involve Legislators
  - Involve early and often. Send monthly email updates on the status of the project with upcoming public involvement events and past progress. Invite them to participate in events ahead of time.
- Articles on City Website
  - Keep the public updated on the project or upcoming ways to engage with updates online, either through the City Clerk's projects or the fire and police station sites.
- Social Media
  - Utilize your network of supporters to reach citizens through Facebook, Twitter, and the web such as sharing the YouTube clip of the project so it can be shared freely.
- Monthly Project Updates
  - Provide regular updates on cost containment and commitment status to outreach contact list.

#### **Funding Prep Activities:**

- Gather Letters of Support
  - Reach out to community members, Kachemak Bay, Alaska State Forestry, K.E.S.A, Alaska Fire Chief's Association, State Fire Marshal's Office, Wildwood Correctional Center, OSHA, Department of Security, Port & Harbor, Recreate-Recreate, etc. for letters of support.
  - Gather letters of support at final public meeting.
- Submit Project to State Legislature Budget
  - Prepare promotional package and submit in November.
- Open House for Funding Agencies/Legislators
  - Host special open house of facilities for funding agency representatives & legislators to bring them together for funding collaboration and answer any questions. Ideally host in the fall so they can also attend a public meeting.

#### **Future Activities:**

- Public Input for Exterior Design
  - Engage the public in exterior design decisions.
- Naming Contest
  - Have public contest to name the new building.

Name		Title	Phone	Email	Info
KEY PROJECT STAKEHOLDERS					
Carey Meyer	Public Works Director	907-235-3170	<a href="mailto:cmeyer@ci.homer.ak.us">cmeyer@ci.homer.ak.us</a>	3575 Heath Street, Homer 99603	
Dan Nelsen	Project Manager	907-235-3170	<a href="mailto:dnelsen@cityofhomer-ak.gov">dnelsen@cityofhomer-ak.gov</a>	3575 Heath Street, Homer 99603	
Ken Castner	Chair of Committee	907-235-9028	<a href="mailto:kcastner@tonsina.biz">kcastner@tonsina.biz</a>	c/o City Clerk's Office City of Homer 491 E Pioneer Avenue	
Mark Robl	Police Chief	907-235-3150	<a href="mailto:mrobl@ci.homer.ak.us">mrobl@ci.homer.ak.us</a>	Homer Police Department 4060 Heath Street Homer AK 99603	
Ralph Crane	Public Representative	951-218-6362	<a href="mailto:kummok@earthlink.net">kummok@earthlink.net</a>	c/o City Clerk's Office City of Homer 491 E Pioneer Avenue	
Bob Painter	Fire Chief	907-235-3155	<a href="mailto:rpainter@ci.homer.ak.us">rpainter@ci.homer.ak.us</a>	Homer Volunteer Fire Department, 604 East Pioneer Ave. Homer AK 99603	
Beth Wythe	Mayor	907-235-3919	<a href="mailto:mayor@ci.homer.ak.us">mayor@ci.homer.ak.us</a>	491 E Pioneer Avenue Homer, AK 99603	
Renee Krause	Deputy City Clerk	907-435-3109	<a href="mailto:rkrause@ci.homer.ak.us">rkrause@ci.homer.ak.us</a>	491 E Pioneer Avenue Homer, AK 99603	
Walt Wrede	City Manager	907-235-8121	<a href="mailto:wwrede@ci.homer.ak.us">wwrede@ci.homer.ak.us</a>	491 E Pioneer Avenue Homer, AK 99603	
CONSULTING TEAM					
Dale Smythe	Project Manager	907-343-5254	<a href="mailto:dsmythe@uskh.com">dsmythe@uskh.com</a>	2515 A Street, Anchorage, AK 99503	
Jerry Jeubert	Architect	907-450-1440	<a href="mailto:jneubert@uskh.com">jneubert@uskh.com</a>	2515 A Street, Anchorage, AK 99503	
Sara Wilson Doyle	Public Meeting Coordinator	907-352-7813	<a href="mailto:swdoyle@uskh.com">swdoyle@uskh.com</a>	2515 A Street, Anchorage, AK 99503	
	Stakeholder				
Meredith Noble	Involvement/Funding	509-340-1714	<a href="mailto:mnoble@uskh.com">mnoble@uskh.com</a>	621 W. Mallon Ave. Suite 309, Spokane, WA 99201	
Loren Berry	Loren Berry Architects	541-896-3692	<a href="mailto:lberry@berryyarch.com">lberry@berryyarch.com</a>	41601 Madrone Street, Springfield, OR 97478	
Jack Berry	Loren Berry Architects	541-896-3692	<a href="mailto:jberry@berryyarch.com">jberry@berryyarch.com</a>	41601 Madrone Street, Springfield, OR 97478	
Jodi Jolley	Cornerstone General Contractors	907-646-7213	<a href="mailto:jjolley@cornerstoneak.com">jjolley@cornerstoneak.com</a>	5050 Cordova Street, Anchorage, AK 99503	
MEDIA OUTREACH CONTACTS					
Shady Grove	KBBI Public Radio	907-235-7721	<a href="mailto:shadygrove@kbbi.org">shadygrove@kbbi.org</a>	Coffee Table on Wednesday morning 9-10 am.	
Dave Becker	K-WAVE, KPEN, K-BAY, KGTL	907-235-6000	<a href="mailto:kwavefm@xyz.net">kwavefm@xyz.net</a>	Contact Tim White, K-WAVE, for Straight Talk on Tuesday mornings	
Chris Story	KPEN- Alaska Matters	907-299-7653		<a href="http://www.alaskamattersradio.com">www.alaskamattersradio.com</a>	
Naomi Klouda	Homer Tribune	907-235-3714	<a href="mailto:naomi@homertribune.com">naomi@homertribune.com</a>	<a href="http://www.homertribune.com/2013/08/council-considers-a-new-public-lot-new-public-safety-site">http://www.homertribune.com/2013/08/council-considers-a-new-public-lot-new-public-safety-site</a>	
Michael Armstrong	Homer News	907-235-7767	<a href="mailto:michael.armstrong@homernews.com">michael.armstrong@homernews.com</a>	<a href="http://www.homernews.com/homer-news/local-news/2013-09-11/herc-lot-new-public-safety-site">http://www.homernews.com/homer-news/local-news/2013-09-11/herc-lot-new-public-safety-site</a>	
Shannyn Moore	Peninsula Clarion	907-283-7551	<a href="mailto:shannynmoore@gmail.com">shannynmoore@gmail.com</a>	<a href="http://peninsulaclarion.com/staff">http://peninsulaclarion.com/staff</a>	
	Blogger, Radio.Active.Truth Bloggers?			<a href="http://www.shannynmoore.wordpress.com/">http://www.shannynmoore.wordpress.com/</a>	
FUNDING SOURCE CONTACTS					
Pauletta Bourne	CDBG Grants Rep	907-451-2721	<a href="mailto:pauletta.bourne@alaska.gov">pauletta.bourne@alaska.gov</a>	<a href="http://commerce.alaska.gov/dnm/dcra/GrantsSection/CommunityDevelopment">http://commerce.alaska.gov/dnm/dcra/GrantsSection/CommunityDevelopment</a>	
Judy Haymaker	CDBG Grants Rep	907-451-2731	<a href="mailto:judy.haymaker@alaska.gov">judy.haymaker@alaska.gov</a>	Max \$850k per community, \$2M FY13 Cycle	
Scott Ruby	Director, Division of Community and Regional Affairs	907-269-4569	<a href="mailto:scott.ruby@alaska.gov">scott.ruby@alaska.gov</a>	Excellent resource for information on legislative designations & CDBG grant.	
Merlaine Kruse	USDA RD, Community Programs	907-761-7778	<a href="mailto:merlaine.kruse@ak.usda.gov">merlaine.kruse@ak.usda.gov</a>	110 Trading Bay Road, Suite 160, Kenai, AK 99611	
Amy Milburn	USDA RD, Area Director	907-283-6640 ext. 4	<a href="mailto:amy.milburn@ak.usda.gov">amy.milburn@ak.usda.gov</a>	110 Trading Bay Road, Suite 160, Kenai, AK 99611	
Wylie Chandler	USDA RD, Loan Tech	907-283-6640 ext. 4	<a href="mailto:wylie.chandler@ak.usda.gov">wylie.chandler@ak.usda.gov</a>	State Capital, PO Box 110001, Juneau, AK 99811-0001	
Sean Parnell	Alaska State Governor	907-465-3500			

Name	Title	Phone	Email	Info
<b>LEGISLATORS</b>				
Peter Micciche	Senator	907-283-7996	<a href="mailto:senator.peter.micciche@akleg.gov">senator.peter.micciche@akleg.gov</a>	145 Main Street Loop Ste. 217, Room 226
	District 0	907-465-2828		State Capital Room 125, Juneau AK 99801
Note: Involved with National Fire Protection Association Standards Council, Regional Suicide Prevention Team, Kenai Peninsula Local Emergency Planning Committee				
Paul Seaton	Representative	907-235-2921	<a href="mailto:representative.paul.seaton@akleg.gov">representative.paul.seaton@akleg.gov</a>	270 W. Pioneer Ave. Homer AK 99603
	District 31	907-465-2689		State Capital Room 102, Juneau, AK 99801
<b>CITY STAFF</b>				
Dan Gardner	Public Works Superintendent	907-235-3170	<a href="mailto:dgardner@ci.homer.ak.us">dgardner@ci.homer.ak.us</a>	
	Public Works Inspector			
Rick Abboud	City Planner	907-235-3106	<a href="mailto:rabboud@ci.homer.ak.us">rabboud@ci.homer.ak.us</a>	
Julie Engebretsen	Deputy City Planner	907-235-3106	<a href="mailto:engebretsen@ci.homer.ak.us">engebretsen@ci.homer.ak.us</a>	
	Economic Development			
Katie Koester	Coordinator	907-435-3101	<a href="mailto:kkoester@ci.homer.ak.us">kkoester@ci.homer.ak.us</a>	
Jo Johnson	City Clerk	907-235-3130	<a href="mailto:jjohnson@ci.homer.ak.us">jjohnson@ci.homer.ak.us</a>	
Elaine Grabowski	Staff at Fire Dept.	907-235-3155	<a href="mailto:fire@cityofhomer.ak.gov">fire@cityofhomer.ak.gov</a>	
Dan Miotke	Staff at Fire Dept.		<a href="mailto:dmiotke@ci.homer.ak.us">dmiotke@ci.homer.ak.us</a>	
<b>COMMUNITY OUTREACH</b>				
36				
	Far North Photography/Chamber of Commerce Contact			
Jim Lavrakas		907-360-2319	<a href="mailto:jimlav@homerakalaska.org">jimlav@homerakalaska.org</a>	
Katie Koester	Rotary		<a href="mailto:kkoester@ci.homer.ak.us">kkoester@ci.homer.ak.us</a>	
Angie Newby	Real Estate Association	907-235-5294	<a href="mailto:angienewby@alaska.com">angienewby@alaska.com</a>	Wants to host fire and police staff for an informative meeting during their
Debbie Speakman	Chamber of Commerce		<a href="mailto:debbie@homerakalaska.org">debbie@homerakalaska.org</a>	
Claudia Hanes	Youth Services Librarian	907-435-3176	<a href="mailto:chaines@ci.homer.ak.us">chaines@ci.homer.ak.us</a>	Coordinated much of the fundraising for the new Library.
Miranda Weiss	Public Park Volunteer		<a href="mailto:tidefeathersnow@gmail.com">tidefeathersnow@gmail.com</a>	
	Hr at Hospital/ Community			
Derotha Ferraro	Leader	907-235-0397	<a href="mailto:dbf@sphosp.org">dbf@sphosp.org</a>	Coordinated Pl activities to garner support for upgrades to hospital.
Michelle Miller	Pratt Museum	907-235-8635	<a href="mailto:mmiller@prattmuseum.org">mmiller@prattmuseum.org</a>	Also Vice Chair of Public Art Committee
	Islands and Ocean Visitor Center			
Marianne Aplin	Manager		<a href="mailto:marianne.aplin@fws.gov">marianne.aplin@fws.gov</a>	Also member of the City of Homer Public Arts Committee
Jack Cushing	Former Mayor	907-399-1200	<a href="mailto:jackcushing@gci.net">jackcushing@gci.net</a>	
	Kachemak Heritage Land Trust			
	Kachemak Bay Conservation Society	907-235-8214		also a member of the Advisory Planning Commission
Roberta Highland	Homer Foundation	907-235-0541		
	Port & Harbor			
	Senior Citizens Center	907-235-3739		

Name					Title	Phone	Email	Info
POLICE/FIRE CONTACTS								
Kelly Nicoletto	Alaska State Fire Marshall							5700 E. Tudor Rd. Anchorage AK 99597-1225
Mark J. Miller	EMS Unit Manager, AK State Dept of Health and Social Services							Division of Public Health, Section of Emergency Programs, PO Box 110616, Juneau AK 99811-0616
Sue Hecks	Executive Director, Southern Regional EMS Council, Inc.						<a href="mailto:mark.miller@alaska.gov">mark.miller@alaska.gov</a>	
Kevin Jones	Homer Airport Manager (Crash Rescue)							6130 Tuttle Pl. Suite B, Anchorage, AK 99507-2041
Scott Walden	Director, KPB, Officer of Emergency Management						<a href="mailto:scheck@sremsc.org">shecks@sremsc.org</a>	Home Office of State DOT
							<a href="mailto:sgwalden@borough.kenai.ak.us">sgwalden@borough.kenai.ak.us</a>	Office of Emergency Management, 253 Wilson Lane, Soldotna AK 99669
	Division of Homeland Security & Emergency Mgmt							
	Safety and Emergency Response Agencies							Dept. of Military and Veteran Affairs, PO Box 5750, JBER, AK 99505
	State Troopers							
	Coast Guard							
	State Parks							
	State of Alaska DOT							
	Kenai Peninsula Borough							
	Environmental Permitting agencies							
	Alaska State Legislature							
	Governor's Office							
	K.E.S.A.							
	Alaska Fire Chief's Association							
	State Fire Marshall's Office							
	Wildwood Correctional Center							
	OSHA							
	Department of Security							
	Alaska State Forestry							
	Kachemak Bay							
	Mental Health							
	Clergy							
	State EMS							

KEY PROJECT STAKEHOLDERS									
YouTube/Vimeo Clip of Project	June 25-July 11, 2014	Create short clip explaining the project	Castner	Meyer	ongoing				
Project Manager	June 25-July 2, 2014	Create presentation that anyone can use to explain the project.	Noble	Robl, Painter, Nelsen	Yes				
City Website		Post fact sheet, photos, update on status of project.	Renee	Meyer, Stantec	Yes				
Internal Tours & Mtg	June 30-July 3, 2014	Have police staff and fire staff tour each other's buildings, discuss why the project's important, agree on messaging.	Robl, Painter	Castner	ongoing				
4th of July Open House Tour at Fire Department	951-218-6362	Hand out project fact sheet & show video if finished. Invite police staff to join if available.	Painter	Elaine, Dan	Yes				
Announce event on KWAVE-Straight Talk	July 1, 2014	Contact Tim White at kwavefm@xyz.net	Renee		Yes				
Email contacts in outreach list	907-235-3919	Send info about Open House	Renee		ongoing				
Open House Tour	July 29, 2014	Host specifically for Re-Create Recreate/HERC users	Castner	Robl, Painter	planning ongoing				
Engage City's Various Commissions	907-235-8121	Provide fact sheet to City's commissions to raise their awareness of the project.	Castner, Meyer	Renee	planning ongoing				
Legislator Update	June 30, July 28	Update on PI activities by letter & call.	Mayor Wythe	Committee	ongoing				
Display Boards	July 1-18, 2014	Create boards that have photos, stories, and content explaining project. Display at City Hall, Library, etc.	Meyer	Stantec	Yes				
Movie Theatre Storyboard	July, 2014	Provide information on project before movie shows at the theatre.	Nelsen	Renee	ongoing				
Honer Council Meeting	July 28, 2014	Provide update on project.	Castner	Committee/Stantec	Yes				
August Activities									
Open House Tour- News Outlets	August, 2014	Host specifically for Chris Story, KBBI, KWAVE, KPEN, KGTL, etc. local newspapers, bloggers.	Crane	Committee					
Public Presentation- Planning Commission	August 20, 2014	Commission Meeting 6:30 pm	Meyer						
Public Presentation- Parks and Recreation	August 21, 2014	Commission Meeting 5:30 pm	Meyer						
Door-to-Door Campaign	August 4-18, 2014	shadygrove@kbbi.org		Fire & Police Dept./ Public Safety Committee/ Council					
City Website	August 13, 2014	Update website with info on upcoming Open House	Renee	Meyer/Stantec					
Contact Outreach List	August 8-12, 2014	Notify contacts in outreach list of upcoming Open House.	Noble/Wilson-Doyle	Castner					
Display Boards	August 20, 2014	naomi@homertribune.com	Meyer	Noble/Wilson-Doyle					
Legislator/Funding Agency Update	August 22, 2014	Update on PI activities by letter & call.	Mayor Wythe	Committee/Noble					
Public Meeting: Present Project Need & Site Criteria	August 26, 2014	Share needs statement info a work meeting with committee. Gather input specific to the blog program.	Stantec & Public Safety Blog Committee	Renee					









